

Delaware Department of Transportation
QUESTIONS AND ANSWERS
Real Estate Appraisal Services
1690-1691 Request For Proposals
Friday, April 4, 2014

Q #	Question	Answer
12	Is the Agreement 1690 Master Agreement for Fee Appraisers to be completed at a later date, or should it be submitted with the Expressions of Interest?	The signing of the agreement will take place following selection. It is included as reference material for all interested appraisers.
11	Are the Certification Forms also supposed to be tabbed and collated in the package, or are they to remain a separate document?	Yes. They should be returned as part of the Expression of Interest document.
10	On page 4 of the RFP, under the "Expression of Interest Requirements", there are 8 items listed under the directions stating that "the submission should be tabbed and collated in the following order". Under item 8, for the Internal Control Questionnaire, it states that this form is to be completed and returned via email to Christine Levely. In addition to the email, are we to include a tabbed Internal Control Questionnaire in each of our Expression of Interest packages?	The Internal Control Questionnaire need <u>not</u> be part of the Expression of Interest. It should be returned via email to Christine Levely, Audit Manager.
Friday, March 28, 2014		
9	Where are we to send the "Attachment C" Submission Forms (aka "Certification Forms") mentioned on page 3?	The certification forms are required to be <u>returned with each Expression of Interest</u> . The documents will be at the end of your submission.
8	Page 2, #5, it sounds like you need us to put our Expression of Interest packages onto a CD with the submission. Do you need the Certification Forms on the CD as well? Does each individual appraiser need to submit a CD or can we put all of our forms and packages on one CD?	That entire package should be on CD (including the forms). Since you have multiple persons from your firm that will be submitting, you may list name of each person referenced on pg. 1 of the CD and then attach all proposers information following that page. One (1) CD for <u>all proposers with your firm</u> will be acceptable.
7	There are 4 documents (Certification Forms) referenced in Attachment C. Should these be completed for the firm or for each individual appraiser? Would you please clarify for us.	Since you are responding as individuals, each person should have their own forms completed, signed, and if required, notarized.

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6	Additional Information; Submission Requirements; #3 (DBE Goals) states "Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes must be certified with DelDOT's DBE Program Office." Should this be on the Expression of Interest submission cover page and, if so, is this following acceptable: I understand that DelDOT's Disadvantaged Business Enterprise Program requires a commitment to achieve goals established for individual tasks and proposed DBE firms to be used for goal attainment purposes must be certified with DelDOT's DBE Program Office.	Yes, DBE commitment should be in your Expression of Interest. The proposed language works well.
Friday, March 21, 2014		
5	The Internal Control Questionnaire indicates for Consulting Engineers. Is this the same questionnaire to be used for Real Estate Appraisers as well?	Yes, the forms are the same for both areas of expertise.
4	What exactly is the assignment and where can I place a bid? The link provided isn't clear on where to place the bid.	This is for Fee Appraisers and Reviewers. Detailed information can be found on the website at http://www.bids.delaware.gov ; then click on the project title for details.
3	Is it better to email or mail my bid solicitation?	Please areview the details of the project on the website at http://www.bids.delaware.gov ; then click on the project title. It will give submission details.
2	I'm interested in the email I received about the State of Delaware looking for appraisers. Please let me know what steps I need to take next.	Please review the detailed instructions on submitting a proposal found in the RFQ under "Submission Requirements" as well as under the "Expression of Interest Requirements. All must be complied with.
1	What do you need from me regarding potential appraisal assignments?	Please review the solicitation on the website at http://www.bids.delaware.gov . It will give detailed instructions as to what is required to respond